

MEMORANDUM

TO: New Food Service Directors of School Nutrition Programs

FROM: Michael E. Gill, Director
Division of School and Community Nutrition Programs

DATE: September 2003

RE: School Food Service Directors 101

The Division of School and Community Nutrition Programs invites new food service directors to learn more about USDA's Child Nutrition Programs. This session will define federal/state requirements and the role of the State Agency as it relates to your food service operation with the following topics to be covered:

- Administrative program requirements
- Menu planning options
- Food Distribution Program, processing
- Procurement
- Financial reports
- Reviews, technical assistance
- Training opportunities
- Nutrition education

This one-day orientation will be offered on **Wednesday, October 22, 2003** in our building at 151 West Ohio Street, Indianapolis. There is a \$5.00 fee to attend. The program will start at 9:00 a.m. and end about 4:00 p.m. with a one hour lunch break on your own. Registration, coffee and continental breakfast items will be available at 8:30 a.m. The Indiana School Food Service Association has approved the day for five certification credits. **To assist in our planning, please return the attached registration form with your check by October 6.**

The Division is interested in building a strong relationship with food service directors in order to promote successful school food service operations. We look forward to meeting with you and to answer any questions you may have while getting acquainted with your new duties. For those needing immediate assistance, please call Julie Sutton or Diane Rice toll free at 800-537-1142 or locally at 232-0850. An initial visit from your field consultant may also be arranged.

SCHOOL FOOD SERVICE DIRECTORS 101 C REGISTRATION FORM

Mail by October 6, 2003

Name, Title: _____,

School Name: _____

School Address: _____

City, Zip: _____,

Phone: (____) _____ Email: _____

Agreement # ____ How long have you served in this position? _____

Circle your menu planning option: Traditional Enhanced NuMenus

Please list any item(s) you would like for us to discuss.

Mail by October 6, 2003

Confirmation letters with a map and directions to our office will be sent by October 10.

Payment of **\$5.00 per person** payable to: Division of School & Community Nutrition

Mail to: Attention: Elane
 Division of School & Community Nutrition
 Indiana Department of Education
 Room 229, State House
 Indianapolis, IN 46204

A-Z